

WM
28
ANG
A857

BY-LAWS

AND

RULES AND REGULATIONS

GOVERNING THE

State Asylum for Insane Criminals,

AUBURN, N. Y.

Adopted by the Superintendent of State Prisons, November 1st,
1884, and approved by the State Commissioner in Lunacy,
December, 1st 1884.

AUBURN, N. Y.
NEWS AND BULLETIN PRINT.
1884.

BY-LAWS

AND

RULES AND REGULATIONS

GOVERNING THE

State Asylum for Insane Criminals,

AUBURN, N. Y.

Adopted by the Superintendent of State Prisons, November 1st,
1884, and approved by the State Commissioner in Lunacy,
December, 1st 1884.

AUBURN, N. Y.
NEWS AND BULLETIN PRINT.
1884.



OFFICE OF THE SUP'T OF STATE PRISONS,

ALBANY, N. Y., November 1, 1884.

The By Laws and Rules and Regulations for the government of the State Asylum for Insane Criminals, submitted by Carlos F. Mac Donald, Medical Superintendent, are hereby adopted, to take effect from this date.

ISAAC V. BAKER, JR.,
Sup't of State Prisons.

I hereby approve of the within By Laws and Rules and Regulations.

STEPHEN SMITH, M. D.,
State Commissioner in Lunacy.

December 1st, 1884.

BY LAWS.

1. No person shall be employed in the service of the Asylum except upon the terms and conditions prescribed by the rules and regulations and laws governing the civil service of the State of New York.

SUPERINTENDENT OF STATE PRISONS.

2. The Superintendent of State Prisons is the legal custodian of the Asylum. He shall, at all times, have access to all parts of the institution.

MEDICAL SUPERINTENDENT AND TREASURER.

1. The Medical Superintendent, being by law the Treasurer of the Asylum, shall have the custody of all moneys and all securities and obligations belonging thereto. He shall open with one of the banks in Auburn, to be selected with the approbation of the Comptroller of the State, an account in his own name as Medical Superintendent of the Asylum, and shall deposit all moneys in said bank immediately upon receiving them, and shall draw from the same only for the uses of the Asylum, upon the written order of the Steward, specifying the object of payment in items in the form of a bill, certified by the steward as correct, and countersigned "approved" by himself.

2. He shall cause an estimate to be made monthly, as is now provided by law, and submit the same to the Superintendent of State Prisons for examination and approval, for all moneys necessary for the current expenses of the Asylum, which may be required to supplement deficiencies in the earnings thereof.

3. The Medical Superintendent shall cause to be kept full, ac-

curate and methodical accounts of all moneys received and of all bills paid, under proper heads of receipts and expenditures, and said accounts shall be balanced annually, on the thirtieth day of September, in each year, and a statement of the balances, together with an abstract of the receipts and payments for the year, verified by the Steward and Medical Superintendent, shall, within five days thereafter, be delivered to the Superintendent of State Prisons.

RESIDENT OFFICERS.

1. The Medical Superintendent, Assistant Physician, Steward and Matron shall comprise the Resident Officers of the Asylum.
2. They shall not be, directly or indirectly, interested in any contract for the supply of any articles for the use of the Asylum, nor shall they be permitted to receive any present or gratuity from any person dealing with the Asylum.

RULES AND REGULATIONS.

MEDICAL SUPERINTENDENT.

1. The Medical Superintendent, being by law the chief executive officer of the Asylum, shall be regarded the head of the establishment, and shall be the medium of communication between the Asylum and the Superintendent of State Prisons. He shall reside with his family on the premises and shall devote as much of his time as may be necessary to the proper care and treatment of the patients. He shall have the general supervision of the buildings and grounds, together with their furniture, fixtures and stock, and the direction and control of all persons therein, with power to assign them their respective duties ; also to appoint such and so many attendants and subordinate employes as he may think proper and necessary for the economical and efficient administration of the affairs of the Asylum, and to prescribe their several duties and places, and to fix, with the approval of the Superintendent of State Prisons, their compensation, and to discharge any of them at his sole discretion ; but in every case of discharge so occurring, he shall forthwith enter the same, with the reasons therefor, under an appropriate heading, in one of the record books of the Asylum. He shall, also, from time to time, give such orders and instructions as he may judge best calculated to insure good conduct, fidelity and economy in every department of labor and expense ; and he is authorized and enjoined to maintain salutary discipline among all who are employed by the institution, and to enforce strict compliance with such instructions and uniform obedience to all the rules and regulations of the Asylum.

2. Within thirty days after the close of the fiscal year of the Asylum, he shall present to the Superintendent of State Prisons a tabular view of the institution for the year, with full and minute details from the records, accompanying it with a condensed report of other interesting and useful facts and circumstances, experiments

and opinions, illustrative of its management, condition and prospects, together with such recommendations as he may deem necessary for its betterment.

ASSISTANT PHYSICIAN.

1. The Assistant Physician shall act as the immediate Medical Attendant in the wards. He shall visit all the wards at least twice daily, commencing the morning visit, which shall be the main visit of the day, punctually at 9 o'clock, seeing each patient individually and prescribing for such as require it, ordering each patient's medicine separately and under his own name, with specific directions, in writing, as to the mode and time of administration. He will be expected to spend a proper length of time on the wards, conversing with and examining the patients, inspecting every part of the wards, observing the temperature and ventilation, the condition of the attendants' and patients' rooms, the bedding and clothing, dining rooms, bath rooms, closets, &c. He shall regularly make an afternoon visit to the wards, and also, when necessary, additional visits to patients requiring especial attention. He shall also make occasional visits, as often as once a fortnight, to the wards, at 10 P. M., and at the rising hour in the morning, for the purpose of observing the condition of the wards and patients at night, and the manner in which attendants and others perform their duties.

2. He shall accompany the Medical Superintendent in his visits to the wards, whenever required to do so, calling his attention to new cases and to any patients concerning whom he desires fresh advice.

3. He shall see that the attendants are faithful and kind, attentive to the reasonable wants of the patients and vigilant in the discharge of their duties; that the views and directions of the Medical Superintendent regarding the management of patients are faithfully executed, and shall report immediately to the Medical Superintendent any instance of misconduct, unfaithfulness or neglect of duty observed by him, or of which he may receive information.

4. He shall daily report to the Medical Superintendent the general condition of the wards, the particular state of such patients as may be seriously ill or greatly excited, and of those requiring removal, seclusion or special attention.

5. He shall keep descriptive records of all the patients, includ-

ing their symptoms, the changes in their condition, the methods of treatment and all facts of interest connected therewith. He shall promptly record all admissions and discharges and the particulars of all accidents and escapes, and constantly keep the register, time book, post mortem record, &c., fully written up, and shall permit no person to have access to the medical records or case books without the consent of the Medical Superintendent.

6. He shall attend to visitors when necessary, and be always ready to perform any service in connection with the administration of the medical department that may be required of him by the Medical Superintendent. He shall also perform the duties and be subject to the responsibilities of the Medical Superintendent in his sickness or absence.

STEWARD.

1. The Steward is the Medical Superintendent's assistant in the financial and economical administration of the institution.

2. He shall file in the office of the State Comptroller a bond in the penal sum of twenty-five hundred dollars, conditioned for the faithful performance of his trust as such steward, which bond, before it shall be filed, shall be approved by the Superintendent of State Prisons.

3. He shall be the custodian of all supplies other than medical stores, which shall be in charge of the apothecary, and shall personally attend to their receipt, distribution and care. He shall keep accurate accounts in books to be provided for the purpose, of all supplies and materials received and distributed by him for the use of the Asylum; shall have charge of the store rooms, under the general direction of the Medical Superintendent, and shall be held personally responsible to him for the safe keeping, proper disposal and economical use of everything confided to his charge. He shall issue no supplies other than those regularly required for the kitchens, except on requisitions approved in writing by the Medical Superintendent, or, in his absence, by the Assistant Physician.

4. Under the direction of the Medical Superintendent, and not otherwise, the Steward may personally purchase any supplies for the use of the Asylum, and by like direction, in each instance, he shall hire attendants and other subordinate employes, and agree with them for their wages, and dismiss them, when directed to do so. He shall keep and settle their accounts, keep a register of all

employes, showing when employed, date of leaving the service of the Asylum, and the cause, and perform such other duties relating to the management of the Asylum as the Medical Superintendent may require. He shall see that the patients' food is properly prepared and distributed ; that the rooms, halls, yards, bakery, shops, laundry, kitchen, outbuildings and other apartments under his care are kept cleanly and in order, and that the cook, gardener and others in his department observe his orders and in all respects do their duty ; and he shall promptly report to the Medical Superintendent any instance of neglect or misconduct on the part of employes which may in any way come to his knowledge. *He shall permit no person to visit or lounge in his office or store rooms.*

5. He shall make frequent inspections of the garden and grounds, farm utensils and stock, fences, workshops, barns, bakery, laundry, kitchen, cellars, store rooms and apartments, for male employes, and exercise a strict surveillance over all employes in these departments, see that all needed repairs are promptly made, and that the property of the Asylum is not wasted or destroyed.

6. He shall, in the descretion of the Medical Superintendent, examine the contents of all trunks, boxes, packages or parcels taken at any time from the institution by any employe, patient, or other person.

7. He shall keep an accurate and itemized record of the products of the farm and garden, showing the estimated value of each class of articles raised, also an account of sundry sales.

8. The Steward shall be the agent of the Medical Superintendent and shall represent his authority whenever giving directions to subordinates or enforcing the rules of the Asylum. He shall keep the books and accounts (other than medical records,) of the Asylum, and shall preserve on file the original bills of all purchases made by him. He shall pay no bill without the approval in writing of the Medical Superintendent, and shall take an itemized voucher for all payments made, and shall preserve a copy of the items of said vouchers, together with the name of the payee, in a record book to be provided for that purpose. The books of the Steward, relating to the current expenses of the Asylum, shall be balanced monthly, and all of his books and accounts shall at all times be open to the inspection of the Superintendent of State Prisons, the State Commissioner in Lunacy and the Medical Superintendent ; *but he shall allow no other person to inspect or have*

access to the accounts or records of his department, without the consent of the Medical Superintendent.

9. All moneys received or collected in the name of the Asylum by the Steward, shall be immediately paid over to the Medical Superintendent for deposit.

MATRON.

1. The Matron shall look carefully to the female patients and spend as much time with them as her other duties will allow ; she will see that they are kindly treated ; that their attendants are well instructed and faithful ; that their food is properly served and distributed ; that their apartments are clean, warm and properly ventilated ; and that their clothing and bedding are always clean, well aired and in good order, and their wearing apparel properly mended and preserved.

2. It shall be her special duty to see to those that are sick, that they have constant and kind attention and proper care in every respect. She shall observe the conduct of the female attendants and other female employes ; see that they do their duty in all respects, and shall immediately report to the Medical Superintendent any instance of misconduct or neglect which may in any way come to her knowledge.

3. It shall be her duty to personally supervise the work in the sewing room, and see that all new articles are properly made and marked, and all old ones that require it neatly mended. She shall also attend to articles of clothing and bedding not in use, and shall, as far as is practicable, cause all clothing for patients' use to be made in the house, and shall condemn, with the approval of the Medical Superintendent, worn out bedding and clothing, and turn over the same to the Steward, except such portions as may be reserved to repair clothing and bedding in use.

4. She shall, unless otherwise directed by the Medical Superintendent, oversee the kitchen and laundry, see that the cooking, washing and ironing are properly done ; that the public reception-room is kept in order, and frequently inspect every department and constantly endeavor to preserve a neat appearance of the whole house. It is expected that she will devote her whole time to the institution and make every effort to promote the comfort of its inmates.

5. She shall perform such other duties as the Medical Superin-

intendent may from time to time prescribe, and shall at all times be subject to his control.

APOTHECARY.

1. The Apothecary, under the direction of the Medical Superintendent and Assistant Physician, shall prepare and dispense the medicines prescribed. He shall not send out or permit to be taken from the Dispensary, any medicines, instruments or medical stores, except upon an order or prescription in writing, which he shall carefully file and preserve. He shall keep a record of the receipt and distribution of medical supplies, and shall remain in the Dispensary, or within call, during the hours of duty. He is expected to keep the Dispensary and the medical office always clean and in order. He shall mark and attend to the storage of patients' trunks, copy letters, wait upon visitors, and perform such other services as may be required of him. In his contact with visitors and patients, he must be respectful and courteous, and carefully abstain from referring to the manner, delusions and peculiarities of patients.

WARD SUPERVISOR.

1. There shall be designated in the male department, a Supervisor, or Head Attendant, whose duty it shall be, in addition to the other duties of an Attendant, to have a general oversight of the department. He shall make frequent visits to the several wards, observing the manner in which the Attendants perform their duties, and report to the Medical Superintendent any instance of misconduct or negligence.

2. He shall take charge of new Attendants, instruct them respecting their duties and explain to them the rules and requirements of the institution. He shall call at the Dispensary at the hours designated by the Medical Superintendent, receive the medicines and administer the same as directed by the medical officers and shall report to them any patients who refuse to take their medicines. Medicine must never be forcibly administered, unless specially directed.

3. He shall be the medium of communication between the wards and center building. All changes in the condition of patients or other information that may be deemed important, shall be promptly reported to the office through the Supervisor. He shall see that the wards are properly supplied with furniture, and make a

requisition upon the Steward for all articles required for use, which requisition must be properly endorsed by one of the medical officers. He shall assist in the arrangements for the burial of the dead, and be ready at any time to attend to any extraordinary service when required.

4. He shall assist in the reception of new patients; see that they are thoroughly searched, bathed and appropriately clad before being sent to the ward, and that they are properly introduced and informed of the rules of the ward and their fears quieted by kind attention and friendly assurances; also, that the violent and suicidal are carefully watched. He shall in all things endeavor to carry out the plans of the Superintendent, and shall constantly study to promote the comfort and welfare of the patients, and for these purposes shall visit every part of his department several times daily. He shall also attend to the transfer of patients from one ward to another, when so directed. He shall make frequent reports to the Superintendent concerning the condition and wants of the patients and the department of Attendants, and shall perform such other services as the Superintendent may direct.

ATTENDANTS.

1. There shall be two or more Attendants in each ward, one of whom shall be designated as "First Attendant," who, in addition to the usual duties of Attendant, will specially attend to the preservation of order and quiet in the wards, and in all things assist in carrying out the views and instructions of the Medical Officers, in reference to the treatment of patients.

2. Attendants will be held responsible for the cleanliness, good order and general appearance of their respective departments, and to this end shall make every effort to perform their duties creditably to themselves and acceptably to the Medical Superintendent. They must expect an unceasing observation of the manner in which they perform their duties, and the suggestions, by an officer, of omissions on their part, or needed improvements, are to be received kindly and without offence, and an effort made to carry them out.

3. Attendants are expected to be always neatly dressed, to avoid all ungentlemanly habits; not to indulge in boisterous talking or laughing; nor to use profane or vulgar language; nor to play at any games with one another, or the patients, except by permission of the Medical Superintendent. Patients will look to

Attendants for a good example ; let Attendants, therefore, be careful never to set them a bad one.

4. Attendants are at all times required to treat patients with kindness, gentleness and forbearance, and under all circumstances to speak mildly and calmly, endeavoring to soothe them when irritated, and to cheer and encourage them when depressed. Patients are never to be pushed, collared, or rudely handled. In order to induce them to move, gentle measures will in most cases suffice. If these fail, then the Medical Officers or Ward Supervisors should be notified. A blow or any other abuse must never be returned. *Violent hands are never to be laid on a patient, under any form of provocation.* Attendants must never irritate, mock, deride, or ridicule patients, and they are especially forbidden to communicate their names, histories or peculiarities to strangers, either in the Asylum or out of it.

5. *Attendants are never to apply any restraining apparatus to the person of a patient, nor to seclude a patient, except in case of great emergency, and then they must immediately notify the Ward Supervisor or a Medical Officer.*

6. The Attendants shall rise, in the morning, at the ringing of the bell, and at once commence the duties of the day. On opening the doors of the sleeping rooms, they shall greet the patients kindly, see that they arise from their bed, are neatly dressed, properly washed, and their hair and clothes well brushed, in time for breakfast at the prescribed hour.

7. Immediately after the patients have arisen from bed, the Attendants shall have all the chamber vessels removed, emptied and thoroughly cleansed; the beds spread open for airing, and soiled beds and bedding removed from the wards. The beds are then to be made, and the halls, bath-rooms, passages and stairs to be swept, and the whole premises put in complete order, as soon as it can be done, so that a thorough inspection may be had of the house by the Assistant Physician, commencing at nine o'clock.

8. At meals, the Attendants must always be present to serve and distribute food to those who are incompetent to do it for themselves, and to see that everyone is properly supplied. They must see that no patient carries away a knife, fork, or any other article from the table. Food is not to be carried to the rooms of patients, nor is any one to be absent from the regular meals, (except in cases of illness or violence,) without permission of one of the Physicians.

9. Attendants must never allow a patient to obtain any razor, knife, scissors, rope, cord, medicine, or any dangerous weapon or article. To prevent this, patients must be constantly watched, their beds frequently searched and the knives, forks, and spoons counted after each meal. An Attendant must never deliver a letter or any writing, from or to a patient, without permission of the Medical Superintendent, nor retain in his or her possession any writing of a patient.

10. One Attendant must constantly be in each ward with the patients, and must not leave, under any circumstances, except when relieved. Attendants must not retire to their rooms while the patients are in the halls, and they are strictly forbidden to visit from ward to ward, or in other apartments, during the hours of duty. This rule must be observed in all the halls. The Attendants in each ward are responsible for the safe keeping of the patients therein, and must not leave them, unless permitted to do so by a Medical Officer. There is an obvious impropriety in Attendants sitting in their rooms engaged in reading or writing, during the hours of duty—i. e., from the time the patients get up in the morning until they retire at night. Nor should they be in their rooms at any time during the hours of duty any longer than may be necessary to adjust their own dress. All these hours, with this single exception, should be devoted to the patients, endeavoring to keep them tidy, to prevent improper conduct, bad postures, (such as lying on the floor, &c.,) and to instruct, comfort and amuse them, by talking with them, reading to them, and the like.

11. Suicides and elopements are most frequent about meal times, at dusk and at the hour of religious services; therefore, at such times, particular watchfulness should be exercised. No patient's door is to be left unlocked at night, without special permission of the Medical Superintendent. *In locking the door, be careful always to hear the bolt slip.* At the retiring hour, the Attendants must see that every patient is actually in his or her room, (unless otherwise ordered by the Medical Superintendent,) and that his or her clothing is neatly folded and placed outside the door. *Attendants on duty at night must never enter a patient's room alone.*

12. *Every patient must be in the charge of some responsible person at all times, unless permitted to be at large by the Medical Superintendent.* The person who takes a patient from a ward shall be accountable for his or her safe keeping until returned to the same. At-

tendants must carefully examine and search, upon their return to the wards, all patients who have been out, and see whether they have concealed anything about them which might be used as a weapon.

13. Attendants must constantly observe the habits and conduct of patients, and inform the Assistant Physician, at his daily visit, of all circumstances, such as loss of appetite, costiveness, tendency to suicide, &c.

14. If any patient is discovered to be missing, the fact must be immediately reported to one of the Physicians.

15. All damages done by male patients, and all their wants of clothing or other articles must be reported to the Supervisor. Damages done by, and also the wants of female patients must be reported to the Assistant Physician or Matron.

16. Attendants must never give up a key, nor admit any person into the wards without permission of the Medical Superintendent or Assistant Physician. No male Attendants shall enter the apartments occupied by females, without special permission of the Medical Superintendent.

17. Every patient must take a bath once a week, unless excused by one of the Physicians. The temperature of the bath may be such as is most agreeable to the patient. In the bathing of patients the rules of delicacy must be strictly observed in all cases, and *the water must be renewed for each patient.*

18. Patients must be shaved by the Attendants twice a week. Great care is to be exercised in the use of razors. Two Attendants must always be present during the operation, and no patient is to be sent from the chair until his face is smooth, clean and dry, and his hair properly trimmed and brushed.

19. Attendants must wear their coats in the wards, except while doing the morning work, and bathing the patients. Talking of matters concerning the Asylum with or before any of the patients, or to outsiders, is strictly forbidden.

20. The First Attendant must always keep near the Medical Officers when they visit the wards, to answer questions or give information.

21. The rooms, beds and clothing of patients must be searched daily, at the hour and in the manner designated by the Medical Superintendent, and the result reported to the Ward Supervisor. *Attendants will be held responsible for any damage arising from neglect of this rule.*

NIGHT WATCHMAN.

1. The Night Watchman's hours of duty will begin at 7 P. M. and will continue until 6 A. M. the following day ; at the hour of going on duty he will call at the Medical office for special instructions for the night. While on duty he shall be constantly awake, faithful and vigilant. He shall visit each ward in the male department at least every hour during the night. He must never converse in a loud tone with any one, and must move about and open and shut all doors as quietly as possible.

2. In the treatment of patients, he must observe the same rules as the Attendants. He must be attentive to the sick, and faithfully execute any orders respecting them. He must provide the patients with water, if they require it, and attend to any reasonable wants expressed by them. He must be on the alert for any unusual noise in the patients' rooms, ascertain the cause, and, if necessary, notify the Attendant. *He must never enter a patient's room alone.*

3. He shall visit the halls of the center building, and pass out to the front and to the rear of the Asylum, frequently during the night, and shall attend to the fires in the kitchen, laundry, &c., and record the number of gauges of water in the boilers each hour during the night.

4. He will ascertain if all the Attendants are in their rooms at the hours prescribed, and after that hour through the night, opening the doors of their rooms for the purpose, if necessary, and report any deviation from the rules.

5. If a fire occurs in any part of the premises, he will make every effort to extinguish it, and, if he cannot succeed, will quickly and quietly summon the Supervisor, Steward and Medical Officers.

6. He shall report, in writing, to the Medical Superintendent, each morning, any unusual circumstance requiring attention, any violation of the rules of the Asylum, that may have come under his notice, and also how new patients have passed the night, and give the names of those who have been wakeful or noisy. *He shall prevent lounging or visiting in the gatekeeper's office during the hours he is on duty.*

7. He shall ring the bell in the morning at such times as directed, and shall at all times perform any service required by the Medical Superintendent.

GATE-KEEPER.

1. The Gate-keeper shall remain in or near the lower office, to answer any of the whistles from the several departments, and also the gate bells. He will be held responsible for the safe keeping of the gates, and will see that no depredations are committed in the grounds in front of the Asylum.

2. He must not allow any person to lounge in the lower office, or to visit the wards, or any part of the Asylum or grounds, without permission from the Medical Superintendent or Assistant Physician, and must never leave his post, unless a substitute is provided.

COOK.

1. The Cook shall, under the direction of the Superintendent and Steward, see to the safe keeping and economical use of the supplies issued to him. He shall see that the food is properly cooked and distributed, and that nothing is wasted; and shall be particularly careful that the food intended for the patients is not appropriated by others. *He shall see that no extra or unusual articles are cooked for those in the kitchen, nor sent into the wards, without an order from one of the Medical Officers.*

2. He shall keep the kitchen and kitchen store-rooms, and all their appointments clean and tidy; see that his assistants are not wasteful, and shall report to the Steward any instance of wastefulness on the part of Attendants or patients. He shall endeavor to preserve order and harmony among his assistants; prevent smoking, quarreling or idleness, and permit no persons to enter the kitchen, except on special business. He shall be responsible for the safe custody of patients detailed to assist him, and must not permit them to stray beyond the limits prescribed by the Medical Superintendent.

LAUNDRY ATTENDANT.

1. The Laundry Attendant shall collect the clothing and other articles to be washed, as directed by the Medical Superintendent, and see that they are properly washed, dried, ironed and delivered to the sewing room. Particular care must be taken that none are lost. He must compare the articles received with the lists furnished him, and see that they are correctly returned, with the lists, to the sewing room.

2. He shall be responsible for the deportment and safety of those detailed to help him, and keep his department as clean and orderly as possible, and permit no lounging or visiting in the laundry

3. When not engaged at the laundry, he shall perform such other services as the Medical Superintendent may direct.

GARDENER.

1. The Gardener, under the direction of the Medical Superintendent and Steward, shall have the care of the garden, pleasure grounds and green-house, and will see that they are kept in good order.

2. He shall also have charge of all implements belonging to his department, and see that they are properly preserved.

3. Patients detailed to assist him must be treated with kindness and respect, and must not be compelled or permitted to work beyond their strength, or in bad weather.

4. He will consult the Medical Superintendent and Steward respecting such seeds as may be required, and the amount and variety of vegetables, &c., it is desirable to raise.

5. He will see that the kitchens are promptly supplied each morning, or at other times of the day, if so directed, with such vegetables as may be in season.

6. He shall not exhibit the green house or grounds to visitors without special permission of the Medical Superintendent, and must, as far as possible, prevent any depredations being committed in the garden or grounds, and keep a correct account of all the products of the garden, and shall report the same to the Steward, in writing, at the end of each month.

ENGINEER AND STEAM-FITTER.

1. The Engineer and Steam-Fitter, under the direction of the Medical Superintendent, shall have the personal charge of the steam fitting shop, boilers and steam machinery, warming and ventilation, fire extinguishing and steam cooking apparatus, dumb waiters, sewers, pipe-fitting gas and water supplies, water closets, &c., and shall also be responsible for the conduct of the fireman and those detailed to assist him.

2. He shall permit no patient or other person to enter the boiler

room, or steam fitting shop, without special permission of the Medical Superintendent, or upon a necessary errand.

3. It shall be his duty to supply steam for heating in cold weather, and for cooking and washing; to keep the tanks well supplied with water, and furnish sufficient hot water for all purposes required.

4. He will make such alterations and repairs of the apparatus under his care as may be needed, and shall frequently confer with the Medical Superintendent respecting the needs of his department.

5. He will have charge of all tools and stock in his department; see that they are carefully preserved, and that good order and system prevail. He will carefully regulate the consumption of fuel, prevent all waste of steam, water or coal, and see that the fire hydrants and hose are kept ready for use at a moment's warning.

CARPENTER.

1. The Carpenter will have the custody and care of the tools and materials belonging to his department, and will be held accountable for the safe keeping and proper use of the same.

2. He will permit no employe, patient or other person to enter the carpenter shop, or to use the tools, or to remove them from the shop, without permission of the Medical Superintendent.

3. When making repairs in the wards he must count his tools on entering and leaving the ward, and while there, must be careful to leave no tools within reach of patients.

4. He shall call at the Steward's office to receive orders for repairs, daily at 12 o'clock, M.

GENERAL RULES.

1. All persons employed in the Asylum are expected to see that their department is kept in perfect order and neatness. *No part will be regarded as clean, if it can be made cleaner.*

2. They are to consider that their whole time, except what is required for personal duties, belongs to the Asylum, and they are not to leave their duties, or the premises, without express permission of the Medical Superintendent, or, in his absence, the Assistant Physician. They are expected to perform cheerfully, and to the best of their ability, all duties assigned them by the Medical Superintendent.

3. All persons employed in and about the Asylum are expected to treat the patients, and those having business at the Asylum, *and each other*, with civility and respect.

4. No employe shall buy or sell to a patient anything whatever, nor receive gratuities or presents from patients, or their friends, except by permission of the Medical Superintendent. *The giving of tobacco to a patient will be regarded as cause for dismissal from the service.*

5. When abroad, employes are to avoid speaking of the names or peculiarities of patients, and are never to speak disrespectfully of the Asylum or any of its officers.

6. No male employe, except officers, shall enter any portion of the building or grounds occupied by female patients, or female employes, without express permission of the Medical Superintendent or Assistant Physician.

7. No person, friends or acquaintances of employes, shall be lodged or fed in the Asylum, or admitted into the offices, wards, kitchens, bakery, wash-house, boiler room, carpenter shop, or other department of the Asylum where they are not employed, without express permission of the Medical Superintendent, or unless upon a necessary errand, or in accordance with such rules as the Medical Superintendent may establish; and employes, when on errands, must not be absent from their posts longer than is absolutely necessary.

8. When abroad on leave, the hour for return is ten o'clock, at which time the gate will be locked, and no person admitted afterwards, without being reported to the Medical Superintendent. It is the wish of the Medical Superintendent to allow as much relaxation as possible to those who faithfully discharge their duties, and to such will be granted as much leave of absence as the interests of the service and the welfare of the Asylum will permit; but whenever, for any reason, the absence of employes is deemed likely to be prejudicial to the interests of the institution, they are expected to willingly remain at their posts. Application for leave of absence beyond the regular hours, must be made to the Ward Supervisor before 9 A. M., and the number of hours desired must be stated in each instance.

9. No conversation must ever be held with patients through the windows, either by officers, subordinate employes or visitors, nor must anything be thrown through a window.

10. No person shall be retained in the service of the institution who is found at any time in a state of intoxication within its walls. Whenever any one is discharged for violation of rules or improper conduct, no notice will be given in advance or payment made, except on the terms of the printed agreement made with employes.

11. The morning bell shall be rung for two or three minutes at 5 o'clock A. M., in May, June, July, August and September, and at 5½ o'clock A. M., in October, November, December, January, February, March and April. All persons having duties to perform in the Asylum, will rise promptly at the ringing of the morning bell.

12. Breakfast will be served precisely two hours after the ringing of the rising bell. Dinner will be served at half past twelve M., the year round; and supper at six P. M., in the spring, summer and fall, and at 5 P. M. in the winter.

13. Sunday is to be a *Sabbath* or day of rest and quiet at the Asylum. The grounds are not to be exhibited to visitors on this day, nor shall any visitors be admitted into the wards or Attendants' rooms, except upon express permission of the Medical Superintendent.

14. The officer or employe to whom this pamphlet is presented will receive the same in an official capacity, and its contents as an official notification of the duties required of him or her. After its receipt, ignorance of the Rules of the Asylum will not be admitted as an excuse, upon the part of any officer or employe, for dereliction of duty.

The recipient of this pamphlet must preserve it in good order, and in the event of his or her resignation or dismissal, must return it with his or her keys to the Steward before a final settlement will be made.

The loss, destruction or mutilation of or writing of names in this pamphlet will involve a forfeiture of one dollar, unless it can be satisfactorily shown to have occurred accidentally.

